

# DEPARTMENT OF EDUCATION CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	DEPARTMENT OF EDUCATION	RELEASE DATE:	Wednesday, August 11, 2010
	Associate Director, Special Education Policy Development	FINAL FILING DATE:	Wednesday, August 25, 2010
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$ 8,616.00 / Month	BULLETIN ID:	08102010_2

# POSITION DESCRIPTION

The California Department of Education (CDE) oversees the state's diverse public school system responsible for the education of more than seven million children and young adults in more than 9, 000 schools. The Special Education Division (SED) oversees all education programs that serve the unique needs of nearly 700,000 individuals (from birth to age twenty-two) with disabilities in California. The division is funded with both federal and state funds and is responsible for distributing over \$1 billion to local education agencies (LEAs). The goal of the SED is to provide each special needs student with the means to meet or exceed high standards of achievement in academic and nonacademic skills.

The Associate Director is responsible for managing the Special Education Policy Development (SEPD) section within the SED. The SEPD section includes the Assessment, Evaluation, and Support Unit; Interagency-Nonpublic Schools/Agencies Unit; Policy Program Services Unit; Procedural Safeguards Referral Service Unit; and the Administrative Services Unit. The SEPD section has responsibility for fiscal policy, assessment and evaluation of data and reports, policy development and oversight of non-public schools servicing special education students, development of processes to address parental concerns and complaints, and program integrity.

Under administrative direction from the Director of SED, Deputy Superintendent of Special Services and Support Branch, the Chief Deputy Superintendent of Public Instruction, and the State Superintendent of Public Instruction (SSPI), the Associate Director: Plans, organizes, and directs the work of the SEPD section; assists the Director of SED with policy development and implementation; provides vision, leadership, technical assistance, and direction, in alignment with the Director's findings, in the development, implementation, and promulgation of departmental and statewide policies and regulations regarding the needs of California's students and educators; serves as the primary representative to state-level control agencies and statewide stakeholder groups; promotes the educational reform agendas of the State Board of Education and the SSPI; conducts public speaking engagements throughout the State and at the national level as required.

# MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

### Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

### Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

## Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

## Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

### **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.
- (2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a

private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

# **DESIRABLE QUALIFICATION(S)**

• Experience at the administrative level developing, implementing and applying special education laws, rules, regulations, and policies. • Experience in managing multi-disciplinary professional and technical staff in order to enhance organizational development to advance the activities of Special Education, Part B and Part C programs. • Experience administering federal and state funds for educational programs including managing and responding to fiscal audits and ensuring compliance at the state and local level. • Experience at the administrative or managerial level developing data structures and systems, using data to develop strategic plans, educational policies and methods for evaluating special educational programs. • Experience developing and maintaining cooperative working relationships with, and securing the support of, internal and external groups (i.e. the Legislature, local, state and/or federal government, various special education stakeholders, etc.) that add value to the organization and to the efficiency and effectiveness of its programs.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Associate Director**, **Special Education Policy Development**, with the **DEPARTMENT OF EDUCATION**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination process will consist of an application, resume, and Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate your education and experience as it relates to the "Desirable Qualifications" listed on page 3, and may also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. The Statement of Qualifications may be the only basis for your final score and rank on the eligible list. To obtain list eligibility, a passing score of 70% must be obtained. All applicants will be notified of the results.

### FILING INSTRUCTIONS

# **Interested applicants must submit:**

- • A standard State Application (STD. 678) and a resume that clearly addresses your experience and job titles, names and addresses of employers, periods of employment, and education relevant to the Minimum Qualifications listed on page 2.
- A Statement of Qualifications which describes your experience, knowledge and abilities as they relate to each "Desirable Qualification" factor listed under the "Desirable Qualifications" section of this bulletin. You must provide specific examples for each Desirable Qualification factor.
- The Desirable Qualification factors must be addressed and numbered in the same order as listed. The Statement of Qualifications should not exceed three pages in length with a minimum font size of 12 pitch.
- Applications submitted without a Statement of Qualifications will be rejected from this examination.

# Applications must be submitted by the final filing date to:

DEPARTMENT OF EDUCATION, Selection Services Office 1430 N Street, Room 1802, Sacramento, CA 95814 Terry Flores | (916) 319-0689 | tflores@cde.ca.gov

### **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

## **GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF EDUCATION reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt